



## Employee Appraisal System (EASy) Completing a Second Appraisal Quick Reference Guide

\*If teachers request a Second Appraisal then administrators must assign and complete a SAISD Appraisal System Appraisal Record by following these steps:

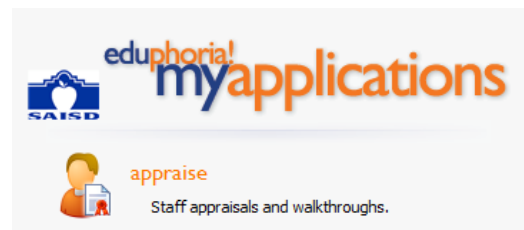
### Step 1:

Login at <http://eduweb.saisd.net> using your District username and password (ex. If your District email is [scorrea2@saisd.net](mailto:scorrea2@saisd.net), you will login using scorrea2)

The image shows the "SchoolObjects" login screen. It features the "eduphoria! SchoolObjects:" logo at the top. Below the logo, it says "Enter your username and password to begin." There are two input fields: "Username:" and "Password:". At the bottom, there is a green "Login" button with a right-pointing arrow.

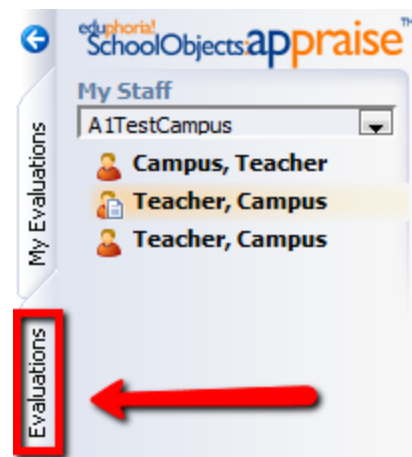
### Step 2:

Once logged in, click Appraise



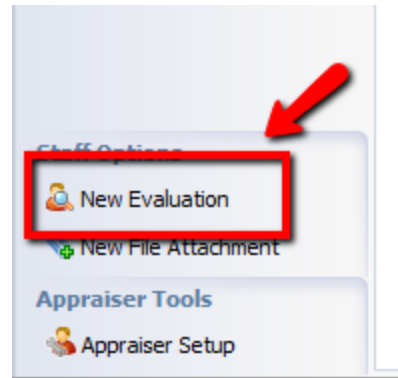
### Step 3:

Click on the Evaluations Tab and click on the teacher



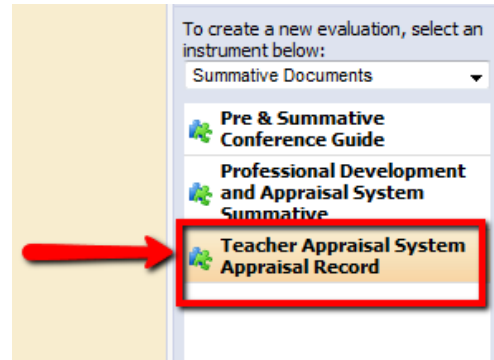
#### Step 4:

Click New Evaluation



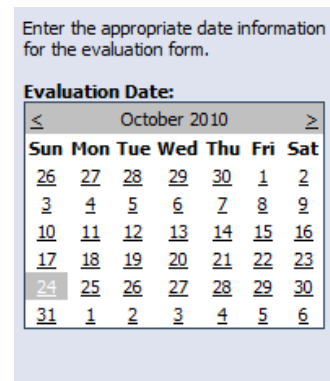
#### Step 5:

Click the drop down menu and select Evaluation Documents then click *Teacher Appraisal System Appraisal Record*



#### Step 6:

Click Next and select the Date, click Next and Finish



#### Step 7:

Begin completing the Second Appraisal

Staff: Campus Teacher	Appraiser: Stephanie Correa
Date: 10/24/2010	
Teacher Appraisal System Appraisal Record	
NOTE: This document is only required when a second appraisal is conducted.	
Teacher Appraisal Record Details	
School Year	
Teacher's Assignment/Grade	
Name of First Appraiser/Assignment	
Name of Second Appraiser/Assignment	
Instructions	
Transfer the Domain Credit Scores from the Summative Annual Report for the First Appraiser and Second / each domain: First Appraiser score + Second Appraiser score divide by 2 for the Domain Total Example: Do Participation in the Learning Process 4 + 20 = 24 / 2 = 12	